

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51805		(3) PAGE 1 OF 3 PAGES
(4) DIVISION/ BRANCH/ SECTION Registration Operations Division, Registration Processing Unit II		(5) ADDRESS 2415 First Avenue, MS C272, Sacramento, CA 95818		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DMV-ROD-008	(10) SCHEDULE DATE 07/26/07	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 113
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 179-DMV-ROD	(14) APPROVAL NUMBER 02-045	(15) APPROVAL DATE (S) 03/08/2002	(16) PAGE NUMBER(S) REVISED 1-3
(17) MISSION/FUNCTIONAL STATEMENT: The function of the Registration Processing Unit II includes processing vehicle and vessel registration and titling applications referred by field offices, as well as the public, dealers and financial institutions. Employees also register foreign vehicles and process difficult of sensitive transactions.				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <i>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</i>				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Branch Chief	(20) PHONE NUMBER (916) 657-5552	(21) DATE SIGNED 7-12-07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE-RECORDS MGMT. ANALYST 	(23) CLASSIFICATION Records Management Coordinator	(24) NAME (Printed or Typed) Jim Merchad	(25) PHONE NUMBER (916) 657-6632 5623	(26) DATE SIGNED 7/27/07
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE –CalRIM CONSULTANT 		(28) APPROVAL NUMBER 07-199	(29) DATE SIGNED 8/13/2007	(30) EXPIRATION DATE 8/13/2012
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE  		(34) DATE SIGNED 8-1-07		

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Program Management</u>								
1	-		ADM 173, Cashier's Daily Record	-	-	-	-	-	-	-	Deleted on 12/31/2001. (Do not carry over to next schedule)
2	41		ADM 311, Cashier's Transfer Receipt	P		Active+3			4 Yrs.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
3	-		ADM 344, Consolidation Audit Sheet	-	-	-	-	-	-	-	Deleted on 12/31/2001. (Do not carry over to next schedule)
4	-		ADM 442, Field Office Deposit Slip	-	-	-	-	-	-	-	Deleted - working copies only.
5	1		ADM 518, Notice of Transfer of Accountable or Controlled Items	P		Active+1			2 Yrs.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
6	1		Application Review List	P		60 Days			60 Days	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
7			BOAT 119, Delinquent Tax Vessel Notice								Deleted - working copies only. (Do not carry over to next revision)
8	*		BOAT 120, Vessel Tax Disposition	P		5 Mos.			5 Mos.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
9	30		Bundle Master File Receipts and Bundle Reconciliation Reports	P		Active +1 Mo.			13 Mos.	XI	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721, IPA 1798.1, and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
10	*		Bundle Log Purge Report	P		60 Days			60 Days	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
11	-		Control Audit Transaction Report	-	-	-	-	-	-	-	Deleted: 12/31/2001. (Do not carry over to next revision)
12	*		Office Collection Reports (Office Collection, Uncleared Collection, Phase II Clearance)	P		Active +1 Mo.			13 Mos.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
13	37		Physical Inventory (Metal License Plates; Metal-Backed Registration Stickers; Plastic Disabled Parking Placards)	P		Current			Current	X	Current until issued or expired. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential witnessed destruction.
14			Physical Inventory Reports (See 14A & 14B)								

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
14A	*		Physical Inventory/Discrepancy Report	P		Active +3			4 Yrs.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
14B	*		Office Inventory Report (Daily)	P		Active+3			4 Yrs.	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
15	-		Production Statistics Report	-	-	-	-	-	-	-	Deleted - working copies only. <i>(Do not carry over to next revision)</i>
16	-		Production Summary Report	-	-	-	-	-	-	-	Deleted - working copies only. <i>(Do not carry over to next revision)</i>
17	*		Run Log	P		14 Days			14 Days	X	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721 and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
18	-		Technician Inventory, Phase II	-	-	-	-	-	-	-	Deleted - working copies only. <i>(Do not carry over to next revision)</i>
19	-		Transaction Volume Report	-	-	-	-	-	-	-	Deleted - working copies only. <i>(Do not carry over to next revision)</i>
20	*		Vessel, Delinquent Tax Reports/Statistics	P		Active			Active	XI	Active until revised or superseded. In addition to USC Title 18, Pt. 1, Ch. 123, §2721, IPA 1798.1, and PRA GC 6250 et seq.; exempt per CVC 1800 et seq. Confidential destruction.
<u>Administrative Management</u>											
21	-		Budget Expenditures and Related Reports	-	-	-	-	-	-	-	Deleted - working copies only. <i>(Do not include on next revision)</i>
22	*		Office Administrative Files	P		Current			Current		Current until revised or superseded. Recycle.
23	3		Personnel Files and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires or until unit disbands per IPA 1798.1 and PRA GC 6250 et seq.; thereafter, files forwarded to Administrative Services Division or confidentially destroyed.
24	-		Procurement and Supply Documents	-	-	-	-	-	-	-	Deleted - working copies only. <i>(Do not include on next revision)</i>
<u>Records Management</u>											
25	-		Records Retention Schedules and Approvals (STD. 73/72)	P	-	Current	-	-	Current	-	Deleted - working copies only.
26	-		Records Inventory Worksheets (STD. 70)	P	-	Current	-	-	Current	-	Deleted - working copies only.
Total:	113 C.F.										

* Provide total of office and departmental